

Village of Shorewood Hills
Board of Trustees
Approved Meeting Minutes
Monday, March 19, 2007 - 7:00 pm

1. **Call to Order** Mr. Hans called the meeting to order at 7:03 pm.
2. **Roll Call** Present were Board President Peter Hans and Trustees David Benforado, Joyce Bromley, Marilyn Townsend, and Mark Sundquist. Lori DiPrete Brown was excused. Staff present included Karl Frantz, Administrator, Police Chief Dennis Pine, DPW Chief Denny Lybeck, Fire Chief Keith Anderson, David Sykes, Emergency Services Coordinator, and Cokie Albrecht, Village Clerk. Approximately ten people were in the audience.
3. **Statement of Public Notice** Ms. Albrecht confirmed the meeting had been properly posted and noticed.
4. **Appearances and Communications**
 - A. **Jody Fisher- Plans for Village anniversary celebration** Ms. Fisher, President of the Shorewood Hills Community League, announced the League is planning to sponsor a celebration of the 80th anniversary of the Village's incorporation on 9/14/07 at the Community Center. She said the organizers were hopeful they would receive the support and help of the Board and Village staff. The theme of the event will be "Through the Years."
5. **Board Matters**
 - A. **Consent Agenda**
 - i) **Minutes from the February 19, 2007 regular meeting and caucus**
 - ii) **Street Use Permit- April 14, 2007 Bucky's Race for Rehab**
 - iii) **Appointment of Matthew Meisner as alternate poll worker at a pay rate of \$7.28 per hour**Ms. Townsend moved and Mr. Benforado seconded a motion to approve the items on the Consent Agenda. Motion passed unanimously.
 - B. **Old Business Ordinances**
 - i) **Consider second and third reading of an ordinance L-2007-2 amending Section 1.08 of the Village Code related to ethics** Mr. Hans moved and Ms. Bromley seconded a motion to approve the second and third readings of the proposed ordinance. Mr. Benforado said he disagreed with the words "largely *pro forma*" in the second sentence of the first full paragraph on page 5 since nothing the Board does should be considered *pro forma*. He would prefer those words were replaced with "typically noncontroversial." Mr. Hans amended his motion to make it clear that the proposed ordinance included the Ethics Committee Comments and the Examples and the change from "largely *pro forma*" to "typically noncontroversial." Mr. Sundquist said he had difficulty with the inclusion of the pool and marina in the ethics ordinance. He was concerned that it may prevent the Board from obtaining quorum when considering issues related to those programs. Ms. Bromley said she would like to go on record in support of the Ethics Task Force's work. Mr. Sundquist likes the ordinance but its scope could still be amended by the Board. Mr. Hans said a way to avoid the conflict of interest issue would be for Trustees to not participate in Village activities while they serve on Board. Ms. Townsend has concerns about the Board giving up its authority to monitor Village programs when the Trustees partake in the activities. Mr. Hans said that he was willing to withdraw his motion if the Trustees were uncomfortable with some aspects of the proposed ordinance. The Trustees then would have an opportunity to meet again with the Ethics Task Force members and consider further the ordinance's implications. Ms. Townsend said that if future Boards determine there is a problem with the scope of the ordinance, they can revise it. She moved and Mr. Sundquist seconded a motion to end the discussion and take a vote on the initial motion.

The vote to call the question was four to one with Ms. Bromley opposed. The Board then voted on the motion to approve the second and third readings of ordinance L-2007-2 with the clarification that the Ethics Committee Comments and Examples are included and the second sentence of the first full paragraph on page 5 is revised as follows: “Board approval of budget recommendations from the Pool Committee is largely *pro forma typically noncontroversial* and has no financial impact on Village residents as a whole” (italics indicate words added). Motion passed unanimously.

ii) Third reading of an ordinance L-2007-1 authorizing the appointment of two alternate members to the Board of Review Ms. Townsend moved and Mr. Sundquist seconded a motion to approve a third reading of the proposed ordinance. Motion passed unanimously.

C. New Business Resolutions and Motions

i) Consider amendments to 2007 capital plan adding sidewalk construction project at University Station Flad Development, the owner of University Station, has agreed to provide easements across the west side of its property and the University will contribute \$3,500 to the \$9,500 project. Mr. Benforado moved and Ms. Townsend seconded a motion to amend the Village’s 2007 Capital Budget to include \$9,305 for the construction of the University Station sidewalk. Motion passed unanimously.

ii) Authorize purchase and installation of dark sky compliant streetlights Staff obtained a quote of \$12,730 from MGE to change the streetlights to ones that comply with the Village’s dark sky ordinance. Mr. Benforado moved and Ms. Townsend seconded a motion to purchase the dark sky compliant streetlights. Motion passed unanimously

iii) Authorize purchase of speed board Mr. Benforado moved and Ms. Bromley seconded a motion to authorize the purchase the speed board at a cost of \$12,009. Motion passed unanimously

iv) Authorize staff to submit an application for Dane County Bicycle Wayfinding Signage Grant The University plans to build a bike path along the railroad tracks from the west side of campus to University Bay Drive. Tentatively the grant would be used by the Village to purchase signs that would direct bicycle traffic from the end of the bike path at University Bay Drive to Marshall Court and then on to the path near the pool. Mr. Frantz said that if the Marshall Court route proved problematic, the application could be written to request funds to undertake alternate projects. Mr. Benforado moved and Mr. Sundquist seconded a motion to authorize the staff to submit the Dane County Bicycle Wayfinding Signage Grant application. Motion passed unanimously.

v) Resolution R-2007 -2 authorizing dissolution of Tax Increment District # 2 of the Village of Shorewood Hills Mr. Sundquist explained that the Village TIF district has about \$5 million in debt left to pay. The bonds are not callable, that is, the Village can not pay them off immediately. Instead the approximately \$2.7 million in the TIF account could be transferred to a defeasance fund to pay off the debt. So the Village would be able to close the TIF district. The taxes that presently go to the TIF fund would instead be revenues to the Village general fund and other taxing entities. Mr. Sundquist moved and Mr. Benforado seconded a motion to dissolve Tax Increment District #2. Motion passed unanimously.

vi) Resolution R-2007-3 providing for the redemption of obligations issued to finance projects in Tax Increment District #2 Mr. Sundquist moved and Mr. Benforado seconded a motion that the Village set up the defeasance fund per Resolution R-2007-3. Motion passed unanimously

viii) Resolution R-2007-4 providing for the sale of \$2,600,000 Note Anticipation Notes (item taken out of order) The Finance Committee recommended that the Board set up a short term borrowing to cover the first years of the road construction projects and items on the capital list. Although the interest rate on the loan is presently lower than the rate on investments, if the Village stays within time limits imposed by federal regulations, it will not run into arbitrage difficulties. Mr. Sundquist moved and Mr. Benforado seconded a motion to authorize the staff to proceed with borrowing the Note Anticipation Note (NAN) in an amount of \$2.6 million. Mr. Sundquist anticipated the interest rate on the NAN will be at 4.25 to 4.5% while the rate on the Village investments is currently 5%. Motion passed unanimously.

vii) Consider authorizing preparation of bid specifications and bidding of project to mill,

pulverize and resurface portions of University Bay Drive by the Village Engineer and add to Capital Plan (item taken out of order) Mr. Sundquist moved and Mr. Benforado seconded a motion to amend the 2007 Capital Plan to include the approximately \$65,000 cost of the project. Motion passed unanimously. Mr. Sundquist moved and Ms. Bromley seconded a motion to authorize staff to proceed with the University Bay Drive resurfacing project. Motion passed unanimously.

ix) Authorize payment of bills Mr. Sundquist moved and Ms. Bromley seconded a motion to approve the payment of bills in the amount of \$1,715,280.79. Motion passed unanimously.

6. Appointments (item taken out of order) No appointments were made.

7. Reports of Officials and Committees

A. Administrator's report

i) Status of BCC audit The Village's auditors, Virchow Krause, will undertake an audit of the Blackhawk Country Club's accounts on March 28 and 29.

ii) Status of 3534 Lake Mendota Drive project The owners of the property, Guy and Courtney Comer, had a preliminary meeting with the Plan Commission to discuss their plans. Mr. Frantz expressed his concern about the voluntary nature of the pre-proposal meeting in general--some neighbors may feel they were not adequately notified of developing plans. He anticipated that the Comers will formally present their plans to the Plan Commission in May and to the Board in June. There will be public hearings at both meetings.

B. Shorewood Hills Resident Business Professional Association. Mr. Frantz will be the speaker at the next meeting to be held at Blackhawk Country Club on Friday, March 23 at noon.

C. Finance Committee Minutes included in packet..

D. Traffic Committee The Committee met on site March 6 to look at the proposed reconfiguration of Wood Lane. The Committee will further discuss the proposal to cul de sac the street at its May 15 meeting.

E. Public Health and Safety Committee Keith Anderson, the new Fire Chief, was introduced to the Committee members at their meeting March 5. The Village submitted its application for the Safer Routes to School grant on Friday, March 16.

5 C. New Business Resolutions and Motions

xi) Authorize 2007 wage adjustments and grade and step placement for part time staff and Administrator contract (item taken out of order) Ms Townsend said that at its March 12th^{ssssssss} meeting, the Personnel Committee recommended that the Board approve the addition of a new line on the wage grid: "Part time data entry clerk." The Committee recommended that the two part time administrative staff members, Betsy Kramer and Cheri Carbon, should be placed at that grade, at Step F, since they have worked for the Village for five years. Ms. Townsend moved and Mr. Sundquist seconded a motion to place Ms. Kramer and Ms. Carbon's wage at Grade 4, Step F, at \$11.81/hour effective 1/1/07. Motion passed unanimously. Ms. Townsend said the Committee identified nine comparable communities for the wage and benefits survey the Village will undertake this spring. There was some discussion of the procedure for dealing with the Administrator's compensation--should it be reviewed at the Personnel Committee or Board level? The Trustees agreed his evaluation and the setting of his salary was the Board's responsibility--perhaps the Personnel Manual should be amended to reflect this.

Closed session Mr. Hans moved and Ms. Townsend seconded a motion to go into a closed session pursuant to Section 19.85(1) (c) and (e) of the WI State Statutes to consider employment, promotion,

compensation, or performance evaluation data of any public employee over which the jurisdiction exercises responsibility and whenever competitive or bargaining reasons require a closed session and may reconvene to open session as per WI State Statutes 19.85(2) to address any business that may result from the closed session (compensation, performance evaluation data for seasonal part time employees, Village Administrator including possible employment contract extension, and other staff). The vote was: Benforado - yes, Bromley - yes, Townsend - yes, Hans - yes, Sundquist - yes. All members of the audience and Village staff left the meeting. The Board went into a closed session at 8:29 pm.

Reconvene to open session The Board reconvened to open session at 8:57 pm. The vote was: Benforado - yes, Bromley - yes, Townsend - yes, Hans - yes, Sundquist - yes. While in closed session the Trustees authorized a 5% increase in Mr. Frantz's salary effective 1/1/07.

7. Reports of Officials and Committees

F. President's report Mr. Hans will share his farewell statement to mark his last meeting as Village President through the Village Bulletin.

Adjourn Mr. Hans adjourned the meeting at 8:58 pm.

Respectfully submitted,

Colleen Boyle Albrecht
Village Clerk